

## **ASSESSOR'S REPORT**

**November 2014**

**Judy Mathiau**

**Office Updates** – The assessing and codes offices have undergone a small rearrangement. The code officer is now available in the front area along with the shared clerical assistant, Bette. I have occupied the rear space in order to afford myself more space and privacy for assessing and mapping work. So far, it seems to be working out very well.

**New Owner Transfers** – The month of November was spent updating all transfers received since April 1<sup>st</sup>. The tax billing reflects ownership as of April 1 each year, which means that during the summer, we retain all documents for processing later once the billing has been mailed.

There seems to be a slight increase in sales activity, including larger homes in the \$200,000 - \$300,000 range. And, we are still currently assessing at 102% on residential homes, a very healthy ratio according to state standards.

**Surveys** – Bette is in the process of reviewing all surveys on record. We have both paper and scanned copies and she is creating an extensive report of everything from hand drawings to registered surveys. Once the information has been collected and accounted for, we will begin to research the registry documents for any recorded plans that we do not have and download those for our records as well.

**Record Retention** – There are guidelines provided by the State Archives Division for government record retention. Our office has been slowly purging records that can be destroyed. Some records are permanent and some are confidential. It is our hope to attack the basement records and do the same. A system will be developed that allows us to keep what we must and rotate out what we do not need to keep. Most records that can be destroyed are given 6 year time frame which is based on the statute of limitations.

**Training** – Our new clerical assistant Bette, is quick to the plate and has been learning a lot in a small amount of time. Most of her time has been spent organizing records, creating administrative systems and assisting the public on a constant basis. She is willing to take on the simplest task and challenges herself to learn the aspects of codes and assessing. We are very fortunate.